

CABINET FOR FAMILIES AND CHILDREN

DEPARTMENT FOR COMMUNITY BASED SERVICES

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DIVISION OF CHILD SUPPORT



OFFICE OF THE DIRECTOR

KASES Network Memo No. 50

TO: Staff
Division of Child Support
Division of Service Regions
Child Support Section

All IV-D Agents

FROM: Steven P. Veno
Director

DATE: August 15, 1999

SUBJECT: Address Format

Problems continue to occur in regard to data entered in the APT # field on KASES not being passed as part of a participant's address to MARS for check disbursement. Checks are being returned to Central Office due to insufficient address when an apartment number is part of an address and entered in the APT # field.

In previous memorandums and KASES Handbook address maintenance material, if an address contained an apartment number, staff were instructed to enter the apartment number in the APT # field. To insure proper check disbursement, staff are now instructed to not enter data in the APT # field. Instead, APT # data must be placed at the end of the street name and number in the STREET1 field. Or, if the name and number of the street is too long to include additional information in the STREET1 field, the apartment number is entered in the STREET1 field as secondary information and the street name and number is entered in the STREET2 field.

According to the U. S. Postal Service address format, the street name and number must appear above the city, state, and ZIP Code. Staff are again reminded to enter the street name and number in the STREET1 field if secondary information is not included in the participant's address. Do not enter the street name and number in the STREET2 field. KASES will not print data entered in the STREET2 field unless data is also entered in the STREET1 field. The address format examples shown on the following page include apartment number and secondary information.



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APT #
STREET1 234 E HIGH ST APT 6
STREET2
CITY FRANKFORT ST KY ZIP CODE 40601


APT #
STREET1 APT 124
STREET2 560 INDIAN TR
CITY FRANKFORT ST KY ZIP CODE 40601

APT #
STREET1 STONEGATE APARTMENTS APT # 45
STREET2 244 W MAIN ST
CITY FRANKFORT ST KY ZIP CODE 40601

This KASES Network Memo is to be cross-referenced with KASES Handbook Section 5.000, Case Management, Subsection 5.040, Address Maintenance; KASES Network Memo No. 44, U. S. Postal and KASES Address Format (4/4/97); KASES Network Memo No. 27, Foreign Country Abbreviations (04/25/94); and KASES Network Memo No. 8, Address Format for Overseas Military Mail (07/01/92).

A copy of the U. S. Postal Service address format is attached to this memo to use in conjunction with the above referenced material.

DCS STAFF AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.


STEVEN P. VENO
DIVISION OF CHILD SUPPORT

Attachment: 1
Retention: Until superseded
Inquiries: Supervisors

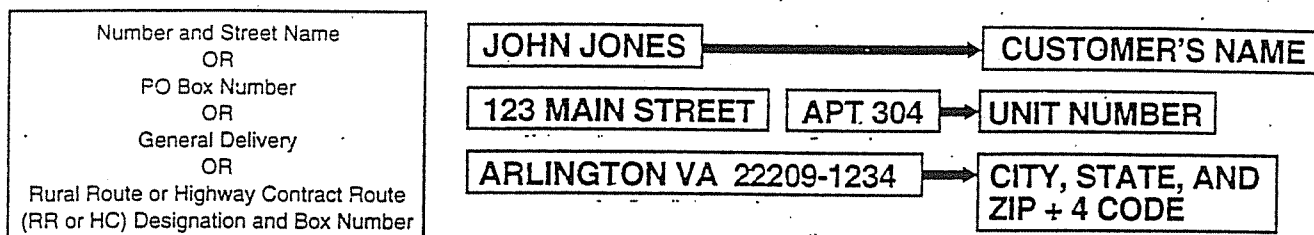
Section 2. Proper Addressing

How to Use the ZIP Code® in Addresses

To process all mail accurately and economically, a complete address is essential, and it must be arranged in a manner that is easily read by individuals or automatic sorting equipment.

Mail addressed to occupants of multiunit buildings should include the number of the apartment, suite, room, or other unit immediately after the street or building address on the same line. Where the name of the street or building address is too long to include additional information on the same line, the apartment, suite, room number, etc., should be placed on the line immediately above the street or building address.

Include the major elements of a good address as follows:



Address Formats

The following examples illustrate various addressing formats that include ZIP+4 codes. Use them as a guide in preparing address lists.

- PO BOX**
MS SALLY SMITH
PO BOX 34
DULUTH MN 55806-0034
- RURAL ROUTE OR HIGHWAY CONTRACT ROUTE**
H E BROWN
RR 3 BOX 194C
CANTON OH 44730-9615
L E DOE
RR 5 BOX 87
CANTON OH 44730-9613
L G GREEN
HC 2 BOX 297
DULUTH MN 55811-9612
B G LIGHT
HC 2 BOX 293A
DULUTH MN 55811-9615
- PERSONAL NAME BUILDING/BUSINESS**
ATTN SUE MOBLEY
SOUTHERN CORP
LOUISIANA INDUSTRIAL PK
1725 E BEAUREGARD AVE
NEW ORLEANS LA 70124-1299
- STANDARD STREET ADDRESS NUMERIC**
MS K JONES
5765 E 53RD ST APT 221
CHICAGO IL 60615-1234
MR JOHN DOE
605 1ST ST
DETROIT MI 48226-1234
- STANDARD STREET ADDRESS ALPHABETIC**
MR A HOOP
603 MAIN ST
DETROIT MI 48266-3107
MR B BASS
APT 306
1234 MASSACHUSETTS AVE NW
WASHINGTON DC 20005-4529
MS H A HOWE
4417 BROOKS ST NE APT 666
WASHINGTON DC 20019-4606

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